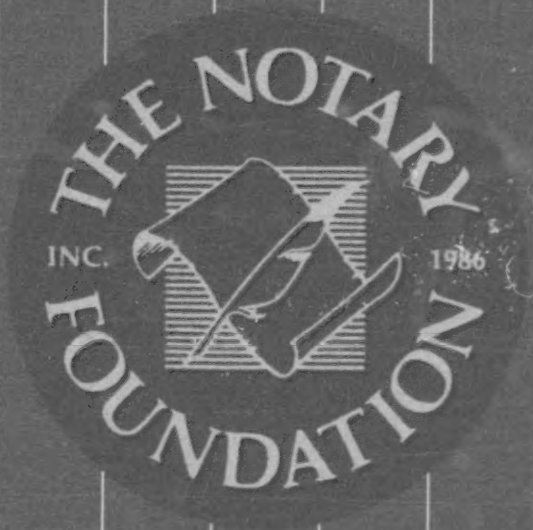
The Notary Foundation *of* British Columbia

Annual Report 2001 – 2003



The Notary Foundation

Mission

The Notary Foundation establishes and maintains a fund to be used for the purposes of legal education, legal research, legal aid, education, and continuing education for BC Notaries and applicants for enrollment as Notaries.

From the *Notaries Act of BC*

[RSBC 1996] Chapter 334

50 (1) The Notary Foundation is established as a corporation consisting of the members of the board of governors under section 51(1).

(2) The Foundation may acquire, dispose of, and otherwise deal with its property for the purposes of The Foundation.

(3) The Foundation must be operated without purpose of gain for its members and any right or other accretions to The Foundation must be used for the purposes for which The Foundation is established.

Message from G. Wayne Braid, Executive Officer

As Executive Officer of The Notary Foundation, I would like to welcome you to our annual report. This document covers the years 2001 to 2003. We trust you will find the information both informative and helpful.

In *A Tale of Two Cities*, author Charles Dickens wrote, "It was the best of times; it was the worst of times."

This is certainly the "best of times" for real estate in British Columbia; it has been very active for the past two years. Not only is this market keeping BC Notaries very busy with property conveyance, it has enabled The Notary Foundation to continue to support legal research and education in our province.

The "worst of times" could refer to the changing circumstances for foundations that depend on interest generated from trust funds. All Legal Foundations in Canada are struggling with the low interest rates. We, of course, are no exception.

We present a significant portion of our funds to the Legal Services Society. As they have had to restructure over the past year or so, our Foundation's involvement has changed to a certain degree. We feel we are entering a time of greater participation with Legal Services and the way the funds we provide are used in British Columbia.

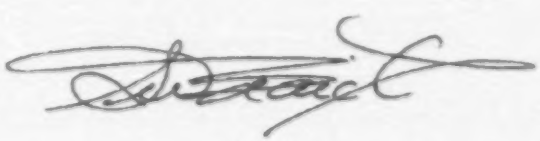
As you will read in the following pages, we endeavour to support smaller groups that provide much needed legal education and service to people in our communities who don't have the ability—through lack of finances, education, or understanding—to obtain the legal information or services that they need.

I would like to take this opportunity to thank our financial partners who help us make these projects and their funding possible. In particular I would like to thank the Royal Bank of Canada, ScotiaBank, TD Canada Trust, and the Bank of Montreal. These financial institutions have worked with us to increase our return despite the low interest rates. We are grateful for their assistance.

To learn more about our endeavours on behalf of BC Notaries and the people of British Columbia that we serve, please visit www.notaries.bc.ca. Then follow the link to The Notary Foundation section.

We invite your comments and questions.

Sincerely,



Contents

Mission	2
Message from G. Wayne Braid, Executive Officer	3
History of The Notary Foundation of BC	5
Message from Ernie Janzen, Chair 2002 – 2003	6
The Board of Governors of The Notary Foundation of BC	7
Letter from Mark Benton, Legal Services Society	8
BC Notary Foundation Contribution to Legal Services Society Reaches $10,000,000	9
The Scholarships and Bursaries Provided by The Notary Foundation	9
Notary Foundation Grants Dispersed June 1, 2001 – May 31, 2002	10
Notary Foundation Grants Dispersed June 1, 2002 – May 31, 2003	10
Funding by The Notary Foundation	11
Winners of the BC Notary Awards 2001 – 2003	13
Financials	14 – 23

History of The Notary Foundation of BC

In 1985 the Provincial Legislature amended the *Notaries Act*, RSBC Chapter 334, to create The Notary Foundation. This non-profit organization receives interest earned on the general trust funds held by members of The Society of Notaries Public of British Columbia.

The Notary Foundation receives and distributes over $1 million each year. Most of the money is paid to the Legal Services Society, specifically to provide Legal Aid in the province. In addition, The Notary Foundation makes funds available to The Society of Notaries Public of BC to assist them in the education of members, applicants for membership, and the general public.

The Notary Foundation provides grants to other British Columbia organizations in the following areas.

- Legal Research
- Legal Education
- Law Libraries

In addition to grants, The Notary Foundation funds two scholarships and two bursaries each year for individuals attending university (currently limited to UBC), who are taking certain law-related courses.

The Notary Foundation of BC was closely modelled after the Law Foundation of British Columbia, which had been formed some 10 years previously. Both Foundations collect interest from "general trust accounts":

- in the case of The Notary Foundation, from Notaries' trust accounts; and
- in the case of the Law Foundation, from lawyers' trust accounts.

The success of the foundations is based upon the cooperation of financial institutions that strive to ensure that a reasonable interest is paid on the funds held in Notaries' and lawyers' trust accounts. Substantial funds are created, which allow the foundations to support the good work of a great many community organizations and to assist, in a major way, with the necessary funding for Legal Aid in our province.

Message from Ernie Janzen, Chair 2002 – 2003

The Notary Foundation is currently in its 17th year of operation. During that time The Foundation has had the privilege of administering approximately $20,000,000 generated from funds held in trust by BC Notaries.

A highlight of this year was the acknowledgment that we had contributed a cumulative sum of $10,394,632 (as of June 2003) to the Legal Services Society of BC.

We have approved and funded many grant requests that met our criteria. A list of those grants appears on page 10 of this Annual Report.

The Notary Foundation of BC has a mandate to provide 10 percent of its revenue to legal education, legal research, and establishing, operating, and maintaining law libraries in the province. Thirty-five percent of the revenue may be used for the administration and operating expenses.

The Foundation also funds education for our Notaries. This has given us the opportunity to provide a very high calibre education to our notarial students on an ongoing basis and to maintain the competence level of all practising BC Notaries.

As a result of volatile interest rate changes over the past few years, the revenues of The Foundation have fluctuated. In the 1988 – 1989 fiscal year, we experienced a real estate boom that resulted in almost $2.5 million in revenue for the fund. Even though we are currently experiencing another vigorous real estate market, the current earnings for 2002 – 2003 are only $0.742 million.

We have been concerned by today's low level of interest earnings; we would certainly prefer to see an increase in revenue. The wisdom of our Foundation Directors to not disburse the fund in its entirety each

year is evident. Because of their diligence, we have the reserves to weather several years of low returns.

Our Executive Officer has worked hard at renegotiating contracts with various financial institutions. Wayne Braid has been successful in substantially increasing the rate paid by the Royal Bank of Canada, ScotiaBank, TD Canada Trust, and the Bank of Montreal. Other financial institutions have followed suit. Despite the low current level of interest rates, we are now expecting to increase the revenues from many credit unions, HSBC Bank Canada, and CIBC.

I also wish to thank all The Foundation Governors who have volunteered their time in support of this work . . . in particular our Grants Committee members Jennifer Harry, C. Keri Martens, and George Tanco.

Finally, a special mention of Wayne Braid who has been invaluable in securing new agreements with the banks.

Those efforts will permit us to continue to fulfill our mandate.

The Board of Governors of The Notary Foundation

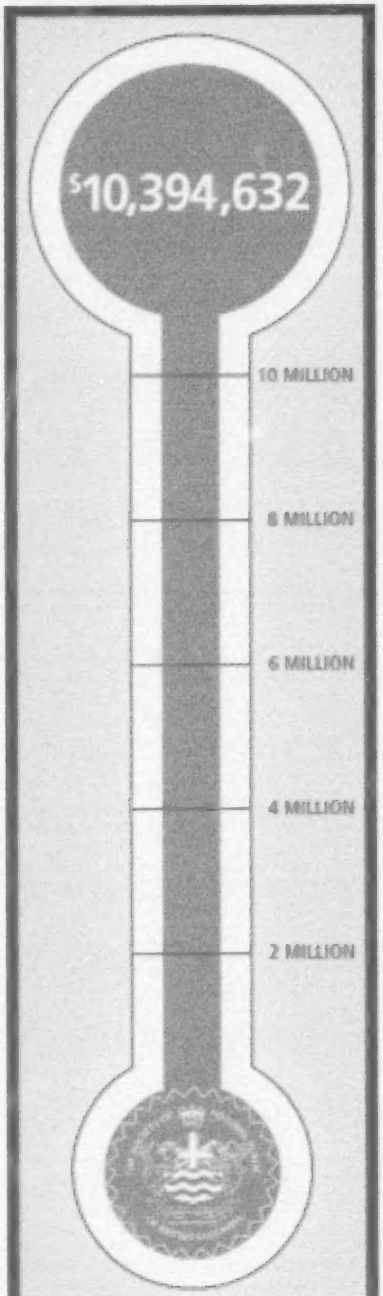
Ernie Janzen, Chair
Ken Sherk, Immediate Past Chair
William G. Anderson
Brent W. Atkinson
Leta C. Best
C. Keri Martens
Christopher W. Dupuis
George J. Tanco
Robert Adamson, Attorney General's Representative
Jennifer L. Harry, Director-at-Large
Eleanor Sleath, Director-at-Large
G. W. (Wayne) Braid, Executive Officer

The Governors of The Foundation have the responsibility of guiding The Foundation in its mandate to disperse the funds generated by interest on Notaries' Trust Accounts for the following purposes.

1. Legal education
2. Legal research
3. Legal aid
4. Educational and continuing education for Notaries and applicants for enrollment as Notaries
5. Establishing, operating, and maintaining law libraries in BC
6. Contributions to the special fund established under the *Notaries Act of BC*

G. W. (Wayne) Braid, Executive Officer of The Foundation, is responsible for administration of the office, staff, and the diverse investment funds of The Foundation.

The Board of Governors meets quarterly to consider applications for funding from various organizations, to set policy, review The Foundation's financial status, and provide direction for the administration of The Foundation.



* Contribution to date from The Notary Foundation of BC to the Legal Aid Society of BC.

Source: Interest earned from Notaries' trust accounts (the *Notaries Act of BC*)

As of June 2003

Legal Services Society

Providing legal aid and legal information for British Columbia

Suite 1500
1140 W. Pender Street
Vancouver, BC V6E 4G1

Tel: (604) 601-6000
Fax: (604) 682-0914
http://www.lss.bc.ca

Executive Office

September 3, 2003

J. Ernest Janzen
Chair
THE NOTARY FOUNDATION
1220 - 625 Howe Street
Vancouver, BC V6C 2T6

Dear Mr. Janzen:

It is my pleasure to write a letter of acknowledgment and thanks to The Notary Foundation for sixteen years of support to the Legal Services Society.

The Foundation has contributed to LSS since 1987. As of October 2002, the total in grants provided over the years came to more than $10 million. These funds go a long way toward helping low income people participate effectively in the justice system.

Our sincere thanks to The Notary Foundation for their continued support for legal aid.

Yours truly,

Mark Benton
Executive Director

Cc: Mr. G. W. (Wayne) Braid, ED
The Notary Foundation

BC Notary Foundation Contribution to Legal Services Society Exceeds $10,000,000

G. Wayne Braid (left), Executive Officer of The Notary Foundation of BC, and Ken Sherk (centre), Immediate Past President present a significant cheque to Mr. Mark Benton, Executive Director of the Legal Services Society.

With it, through The Notary Foundation, BC Notaries' total contribution to the Legal Services Society has exceeded $10 million.

The Legal Services Society

The Legal Services Society (LSS) provides services to people of British Columbia who cannot afford legal advice, legal education, and legal representation.

Services provided by the Legal Services Society include the following.

- Legal aid for people in British Columbia who cannot afford a lawyer and who are eligible for legal aid under LSS legal aid guidelines
- Legal information through:
  - Publications (print and online);
  - Law Line, a legal information telephone service that provides information to the public on poverty, family, criminal, and immigration law; and
  - Websites
- Freedom of information requests

The Scholarships and Bursaries Provided by The Notary Foundation

The Notary Foundation has, as one of its purposes, the promotion of "legal education."
In seeking a program with a substantial law component, we have singled out the Faculty of Commerce and Business Administration of the University of British Columbia (UBC). Students taking these law courses, mostly those in the Urban Land Economics program, are eligible for one of the four awards presented each year: two scholarships (mainly based on educational success) and two bursaries (mainly based on financial need).

Specific information is contained in the *Awards* booklet produced by UBC.

Applications are handled by the Undergraduates Office in the Faculty of Commerce and Business Administration, which passes along the applications and the Faculty's recommendations to the members of The Notary Foundation Grants Committee, who make the final decision.

Notary Foundation Grants Dispersed June 1, 2001 – May 31, 2002

BC Coalition of People with Disabilities	$7,500.00
BC Freedom of Information and Privacy Association	7,000.00
BC Human Rights	10,000.00
Downtown Eastside Residents Association	12,000.00
Greater Vancouver Law School Students' Legal Advice Society	25,000.00
Multiple Sclerosis Society of BC	22,500.00
North Shore Community Resources Society	28,500.00
People's Law School	25,000.00
Representation Agreement Resource Centre	14,500.00
Tenants Rights Action Coalition	10,000.00
West Coast Domestic Workers	6,268.48

Notary Foundation Grants Dispersed June 1, 2002 – May 31, 2003

BC Coalition of People with Disabilities	7,500.00
BC Courthouse Library Society	15,000.00
BC Freedom of Information and Privacy Association	7,000.00
BC Law Institute	7,200.00
CoRe Conflict Resolution Society (UBC Faculty of Law)	7,500.00
Navigation For Change	3,000.00
North Shore Community Resources Society	28,500.00
Prince George Housing Coalition	7,402.00
Prince George Housing Coalition	9,575.00
Program On Dispute Resolution	7,305.00
Tenants Rights Action Coalition	25,000.00
University of Victoria, Faculty of Law (1st Installment of $25,000 Paid Jan 31/03)	100,000.00
West Coast LEAF	7,500.00

Funding by The Notary Foundation

We have a fiduciary role to monitor the use of the funds to ensure they are properly expended to obtain the results that best serve the public. We owe a tremendous debt of gratitude to the financial institutions that support the work we enable through this process.

The following (in alphabetical order) are the worthwhile programs funded by The Notary Foundation of BC from June 1, 2001 – May 31, 2003.

BC Coalition of People with Disabilities

$7500 Grant for a project to inform and assist the disability community around recent changes to BC legislation governing income assistance.

$7500 Grant for *Transition* magazine

Volunteers, contractors, and staff members of the BC Coalition of People with Disabilities:
Back row from left: Jane Dyson, Diane Desjardins, Valerie Stapleton, Jim Corbett, and Michael Barnholden
Front row: Mei Ng, Lillian Wong, Hilda Thomas, Florence Corbett, and Margaret Birrell

BC Courthouse Library Society

$15,000 Grant for new public-access computers in regional courthouse libraries

BC Freedom of Information and Privacy Association

$7000 Grant for Internet Outreach Project

$7000 Grant for Internet Outreach Project

BC Human Rights

$10,000 Grant for Website for Public Use and Education on Human Rights

BC Law Institute

$7200 Grant for Brochure on Private Care Agreements

CoRe Conflict Resolution Society (UBC Faculty of Law)

$7500 Grant for Planning & Development for CoRe Mediation Clinic Integrated Program

Downtown Eastside Residents Association

$12,000 Grant for Public Legal Education with regard to *BC Benefits Income Assistance Act*

Greater Vancouver Law School Students' Legal Advice Society

$25,000 Grant for Law Students Legal Advice Program

Multiple Sclerosis Society of BC

$22,500 Grant to fund Volunteer Legal Advocacy Program, to provide thorough orientation and information to volunteer advocates

From left: Ken Sherk, Immediate Past President of The Notary Foundation; Susan Mide, Manager of Social Action, MS Society; Lisa Fratpietro, Manager of Major Gifts/Planned Giving, MS Society; and Jennifer Harry, Member, Board of Governors of The Notary Foundation

Navigation for Change

$3000 Grant for Wills 101 and Capacity & Undue Influence Projects

North Shore Community Resources Society

$28,500 Grant in 2002 to maintain "Help's At Hand" weekly newspaper article covering various legal topics

$28,500 Grant in 2003 for the above project

People's Law School

$25,000 Grant for public legal information and education programs, many offered in several languages, to assist new immigrants to become familiar with our laws

From left: Gordon Hardy, Executive Director of The People's Law School; Katayoun Shirzad, Cultural Minorities Program; Antonella Nizzola, ESL Program; and Jason Naipaul, Provincial Program

Prince George Housing Coalition

$7402 Grant for Tenant's Clinic

$9575 Grant for Landlord/Tenant Information Clinic

Program On Dispute Resolution

$7305 Grant to the Faculty of Law UBC Project: *Hamlet vs Gertrude: a Dispute Resolution in Three Acts*

Representation Agreement Resource Centre

$14,500 Grant for the Representation Agreement Project

Tenants Rights Action Coalition

$10,000 Grant in 2002 for Trac Project

$25,000 Grant in 2003 for Multilingual Housing Information Project

University of Victoria, Faculty of Law

$100,000 ($25,000 per year for 4 years) to the University of Victoria for the Education Endowment for Aboriginal Justice (EEAJ), to fund the Professorship in Aboriginal Justice and Governance and its associated programs. The first of its kind in Canada, this professorship will ensure the Faculty responds to the special place of Aboriginal persons in Canadian and BC history and contemporary society.

John Borrows, Faculty of Law, UVic, with Jennifer Harry, member of the Board of Governors of The Notary Foundation of BC

West Coast Domestic Workers

$6268.48 Grant for The Paperwork Clinic to help domestic workers, nannies, and caregivers with the paperwork necessary for applying for Landed Status, Employment Authorization renewal or extension forms, employment standards claims, Workers Compensation Board complaints, and other forms

West Coast LEAF

$7500 Grant in 2001for the "No Means No" project, for use in elementary schools and facilitated by grade 12 students

The project will update, catalogue, and revitalize West Coast LEAF's resource library and electronic information for better access by the public, community groups, and other interested parties.

Winners of the BC Notary Awards 2001 – 2003

Education

The combination of integrity, experience in business, and specialized legal education ensures that the BC Notary Public stands proudly among all legal professionals.

Training for a career as a BC Notary involves an intensive, multi-phased program that combines a home-study course administered by The Society of Notaries Public—in cooperation with the University of British Columbia Faculty of Commerce and Business Administration—with a series of seminars directed and supervised by The Society. Spanning some 16 months, the home-study course focuses on the academic and practical aspects of notarial practice and procedures.

The training is preparation for Statutory examinations set by the Board of Examiners appointed by the Attorney General for British Columbia.

A further series of post-examination seminars and the Oath of Office before a Judge of the Supreme Court of British Columbia completes the requirements for membership in The Society of Notaries Public of British Columbia.

Several awards are offered annually by The Notary Foundation to students who excel in specific areas of the Statutory examinations of the BC Notarial Course.

- The **Dr. Bernard Hoeter Award** is given to the student who achieves the highest overall marks on the BC Notary examinations.
- The **Stanley J. Nicol Award** is won by the student who attains the highest marks on the Notarial Procedures exam of the Statutory examinations.
- The **UBC Award (Real Estate Division)** is presented to the student with the highest marks on the Conveyancing examination.
- The **BDO Dunwoody Award** (since 2002) is earned by the student who has had the most consistent marks during the UBC Course assignments and on the Statutory examinations.

2001 Awards	Dr. Bernard Hoeter Award:	Harman Virk	Abbotsford
	Stanley J. Nicol Award:	Hilde Deprez	Vancouver
	UBC Award (Real Estate Division):	Shirley Giggey	Vancouver
2002 Awards	Dr. Bernard Hoeter Award:	Tamara Thorpe	Victoria
	Stanley J. Nicol Award:	Tarja McLean	Osoyoos
	UBC Award (Real Estate Division):	Tamara Thorpe	Victoria
	BDO Dunwoody Award:	Brad Hayward	Vancouver
2003 Awards	Dr. Bernard Hoeter Award:	Kim Guthrie	MacKenzie
	Stanley J. Nicol Award:	Kim Guthrie	MacKenzie
	UBC Award (Real Estate Division):	Lorraine John	North Vancouver
	BDO Dunwoody Award:	Aurel-Alexandru Miat	Vancouver

THE NOTARY FOUNDATION

SATURDAY, MAY 31, 2003

INDEX

	Page
AUDITORS' REPORT	
FINANCIAL STATEMENTS	
Statement of Financial Position	1
Statement of Operations and Changes in Net Assets	2
Statement of Cash Flows	3
Notes to Financial Statements	4 - 7
SCHEDULE	
Schedule of Administrative Expenses	8

THE NOTARY FOUNDATION

STATEMENT OF FINANCIAL POSITION

AS AT SATURDAY, MAY 31, 2003

	General Fund	Education and Administrative Fund	Grants Fund	2003 Total	2002 Total
ASSETS					
Cash	$ 215,832	$ -	$ -	**$ 215,832**	$ 180,227
Accounts Receivable	4,623	-	-	**4,623**	-
Investments - Note 3	1,399,894	-	-	**1,399,894**	1,925,943
Prepaid Expenses	-	68,150	-	**68,150**	-
	$ 1,620,349	$ 68,150	$ -	**$ 1,688,499**	$ 2,106,170
LIABILITIES					
Accounts Payable - Note 4	$ 112,303	$ 20,983	$ -	**$ 133,286**	$ 290,918
Due to (from) Education and Administrative Fund	1,105,128	(1,105,128)	-	**-**	-
Due to (from) Grants Fund	402,918	-	(402,918)	**-**	-
	1,620,349	(1,084,145)	(402,918)	**133,286**	290,918
NET ASSETS					
Net Assets - Page 2	-	1,152,295	402,918	**1,555,213**	1,815,252
	$ 1,620,349	$ 68,150	$ -	**$ 1,688,499**	$ 2,106,170

Approved By The Board of Governors:

_____ Governor

_____ Governor

(See Accompanying Notes to Financial Statements)

1

THE NOTARY FOUNDATION

STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS

FOR THE YEAR ENDED SATURDAY, MAY 31, 2003

	General Fund	Education and Administrative Fund	Grants Fund	2003 Total	2002 Total
Revenue - Note 5					
Interest earned on members' trust accounts	$ 742,051	$ -	$ -	**$ 742,051**	$ 776,237
Investment income	24,106	-	5,565	**29,671**	177,647
	766,157	-	5,565	**771,722**	953,884
Expenses - Note 6					
Education and Administrative Fund - Schedule 1	-	452,893	-	**452,893**	552,806
Grants Fund	-	-	157,482	**157,482**	168,268
Legal Services Society of British Columbia	401,386	-	-	**401,386**	491,867
Society of Notaries Public B.C. - Special Fund	20,000	-	-	**20,000**	20,000
	421,386	452,893	157,482	**1,031,761**	1,232,941
Excess of (Expenses Over Revenue) Revenue Over Expenses	344,771	(452,893)	(151,917)	**(260,039)**	(279,057)
Net Assets, beginning of the year	-	1,337,033	478,219	**1,815,252**	2,094,309
Transfer (to) from Education and Administrative Fund	(268,155)	268,155	-	-	-
Transfer (to) from Grants Fund	(76,616)	-	76,616	-	-
Net Assets, end of the year - Note 7	$ -	$ 1,152,295	$ 402,918	**$ 1,555,213**	$ 1,815,252

(See Accompanying Notes to Financial Statements)

2

THE NOTARY FOUNDATION

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED SATURDAY, MAY 31, 2003

	2003	2002
Operating Activities		
Cash provided by operations		
Excess of expenses over revenue	$ (260,039)	$ (279,057)
Changes in non-cash working capital balances related to operations		
Accounts receivable	(4,621)	-
Prepaid expenses	(68,150)	-
Accounts payable	(157,634)	19,860
	(490,444)	(259,197)
Investing Activity		
Decrease in investments	526,049	214,274
Increase (Decrease) in Cash	35,605	(44,923)
Cash, beginning of year	180,227	225,150
Cash, end of year	$ 215,832	$ 180,227

(See Accompanying Notes to Financial Statements)

3

1. Formation and Purpose of the Foundation

The Notary Foundation is established as a body corporate under Section 50 of the Notaries Act.

The purpose of the Foundation is to establish and maintain funds to be used for the purpose of:

- legal education, legal research and legal aid
- education and continuing education for notaries and applicants for enrollment as notaries
- establishing, operating and maintaining law libraries in the Province of British Columbia, and
- contributing to the Special Fund established under Section 20 of the Notaries Act but solely for the purpose of increasing the principle amount of this Fund.

2. Summary of Significant Accounting Policies

Cash Basis - Interest on General Trust Account

The interest earned on notaries' general trust accounts is calculated and remitted to the Foundation based upon agreements made with individual financial institutions. The trust accounts are not the property of, nor administered by the Foundation. The interest on notaries' general trust accounts is recognized by the Foundation when received from the financial institutions.

The Notary Foundation assumes that all notaries who hold funds in trust for or on account of clients comply strictly with Section 54 of the Notaries Act. Compliance is confirmed by regular annual audit examinations of the notaries' trust accounts.

Investment Income

Investment income is accounted for on an accrual basis.

Recognition of Expenses - Note 4

Grants are recorded in the Foundation's accounts in the year of authorization. Liabilities owing to Legal Services Society and Society of Notaries Public of British Columbia (Notes 4 and 6) have been accrued in these financial statements.

Financial Instruments

The Foundation's financial instruments consist of cash, accounts receivable, investments, and accounts payable. The carrying amounts of these financial instruments approximates their fair value. Also, unless otherwise noted, it is management's opinion that the Foundation is not exposed to significant interest, currency or credit risk arising from these financial instruments.

2. Summary of Significant Accounting Policies - Continued

Measurement Uncertainty

The financial statements of the Foundation have been prepared in accordance with Canadian generally accepted accounting principles. Because a precise determination of many assets and liabilities is dependent upon future events, the preparation of financial statements for a period necessarily involves the use of estimates which have been made using careful judgement.

The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of the significant accounting policies.

3. Investments

Investments are comprised of:

	2003		2002	
	Cost	Market Value	Cost	
Market Value				
Bonds and debentures	$ 918,939	$ 931,153	$ 1,063,970	$ 1,010,545
Equities	333,021	306,151	325,367	352,445
Short-term bonds and debentures	147,934	149,967	536,606	539,383
	$ 1,399,894	$ 1,387,271	$ 1,925,943	$ 1,902,373

4. Accounts Payable

Accounts payable pertain to the allocation of revenue (Note 2) less expenditures and are comprised of the following:

	2003	2002
Legal Services Society - Note 6		
Balance, beginning of the year	$ 225,912	$ 259,980
Revenue from General Fund	401,386	491,867
Expenditures to Legal Services Society	(514,995)	(525,935)
Balance, end of the year	112,303	225,912
Society of Notaries Public of British Columbia - Special Fund - Note 6		
Balance, beginning of the year	-	-
Revenue from General Fund	20,000	20,000
Expenditures to Society	(20,000)	(20,000)
Balance, end of the year	-	-
Education and Administrative Payables	20,983	45,006
Grants Authorized for Payment	-	20,000
Balance, end of the year	$ 133,286	$ 290,918

5. Revenue of the Foundation - General Fund

The revenue of the Foundation consists of:

- all money remitted to the Foundation by or on behalf of the members under Section 54(3) of the Notaries Act in the amount of $742,050 (2002 - $776,237).
- investment income from the funds of the Foundation in the amount of $19,485 (2002 - $177,647).

6. Expenses

Funds received by the Foundation (Note 5) are to be disbursed as follows:

- 50% to be paid to the Legal Services Society of British Columbia. Up to an additional 5% is to be allocated from the Special Fund dependent upon the Fund balance and the requirements within the Notaries Act (see following paragraph).
- 5% to be paid to the Special Fund which is administered by the Society of Notaries Public of British Columbia (Note 1). The maximum amount that can be paid to the Special Fund is $20,000 as determined by requirements within the Notaries Act. Any excess amounts are to be allocated to the Legal Services Society (see previous paragraph).
- 10% to be used for legal education, legal research and the establishing, operating and maintaining of law libraries in the Province of British Columbia (Grants Fund and Note 7).
- 35% to be used for education and continuing education of notaries and notarial applicants and salary and administrative expenses (Education and Administrative Fund). All of these expenses are being advanced by the Society of Notaries Public of British Columbia and accordingly all disbursements from the Education and Administrative Fund are made directly to the Society of Notaries Public of British Columbia.

7. Grants Fund

Within the Grants Fund is a Scholarship, Bursaries and Awards Fund which is comprised of the following:

	Scholarship Bursaries	Dr. B.W. Hoeter Award	**2003**	2002
Balance, beginning of the year	$ 236,122	$ 109,525	**$ 345,647**	$ 322,432
Interest earned on funds	3,802	1,763	**5,565**	23,215
Balance, end of the year	$ 239,924	$ 111,288	**$ 351,212**	$ 345,647

8. Commitments

The Foundation has entered into a lease commitment for premises. The details of the lease are as follows:

Term	Rental Payment
June 1, 2003 to May 31, 2005	$2,703 per month
June 1, 2005 to May 31, 2007	$2,794 per month

The Foundation has agreed to pay a grant to the University of Victory, Faculty of Law, in the amount of $25,000 per year for the next 3 years.

9. Comparative Figures

Certain comparative figures have been reclassified in order to conform with the current year's presentation.

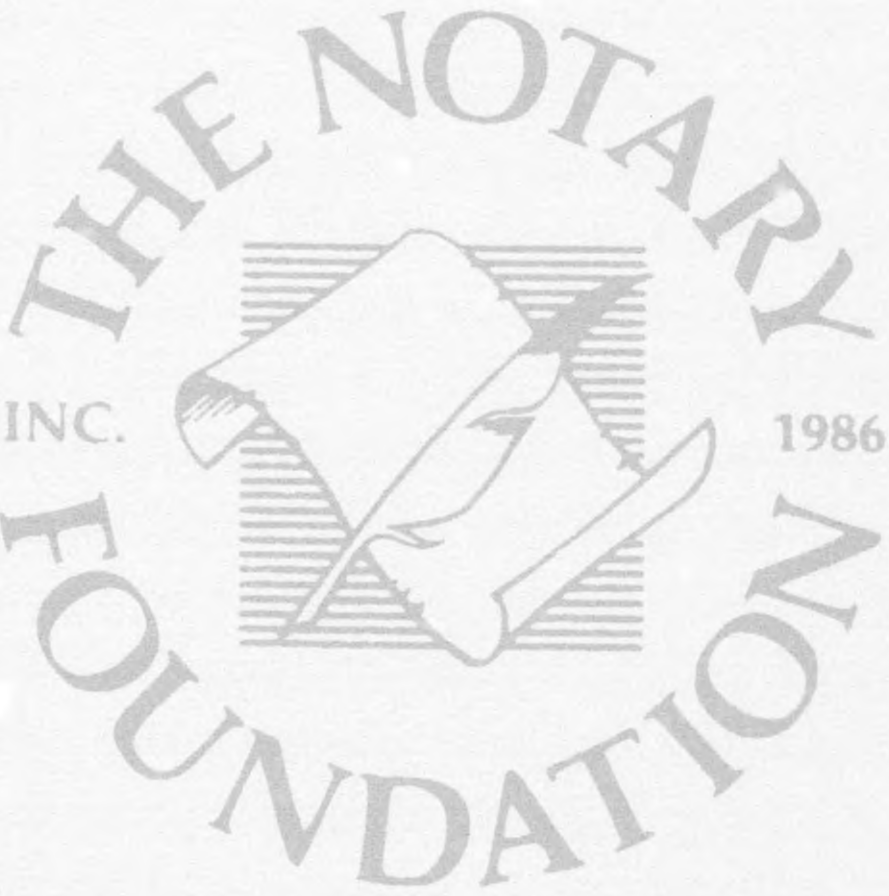
THE NOTARY FOUNDATION

SCHEDULE OF ADMINISTRATIVE EXPENSES

FOR THE YEAR ENDED SATURDAY, MAY 31, 2003

SCHEDULE 1

	2003
Conferences and Seminars	$ 8,695
Education and Course Development	105,602
Equipment Rental	9,554
Insurance	1,624
Magazine	137,290
Office and Supplies	15,136
Practice Advisory	14,919
Professional Fees	5,671
Rent and Utilities	27,888
Telephone and Communication	13,135
Travel, Meetings and Honouariums	38,179
Wages and Benefits	126,123
	503,816
Less: Advertising Income	(50,923)
Net Expense	$ 452,893


THE NOTARY
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